

Who we are:

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has close to 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What the Finance Division does:

The Finance Division provides the total accounting system for the Department of Transportation, including all billing and receipts; payroll; consultant auditing; and all the department's accounts payable. The division prepares and manages the department's budget. Financial activities are coordinated with the Department of Finance and Administration to ensure adherence to policy and law.

For more information on this division, please see link below:
<https://www.tn.gov/content/tn/tdot/finance.html>



TDOT Intern

Finance Division

Location: Nashville, TN

Compensation: 12.50/hour

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Finance Division, located in Downtown Nashville. The intern will learn to analyze payments in accordance with the State's official chart of accounts, perform a physical inventory, and review grantees and external customers in accordance with United States Code 2 CFR.

Responsibilities

- Perform inventory counts at district/ regional locations;
- Identify inventory adjustments between physical and computer counts;
- Review commodity and utility vouchers;
- Analyze and close purchase orders;
- Match/ un-match/ delete vouchers;
- Participate in fiscal monitoring and/or audits of consultants;
- Participate in special projects.

Qualifications

- Major in Accounting
- Junior or Senior Class Status required as of May, 2019
- Cumulative GPA of 3.0 or greater
- Legally authorized to work in the U.S.

To be considered for this position, please apply at <https://www.tn.gov/tdot/human-resources-home/tdot-careers/transportation-human-resources-tdot-careers-internships.html>

Please attach a two (2) page maximum résumé and complete two (2) TDOT reference forms to the application.

Reference form link:

<https://www.tdot.tn.gov/PublicDocuments/HR/InternshipReferenceForm2018-12-11.pdf>)